

**SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, AND
WOMAN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN**

DATE _____

CONTRACTOR: _____

ADDRESS: _____

SOLICITATION OR CONTRACT NUMBER: _____

ITEM/SERVICE: _____

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirement of Public Law 95-507 as implemented by OFPP Policy Letter 80-2. (Reference the General Provisions for Guidance.)

1. (a) The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$_____.
- (b) The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the contract cited above or to the contract award under the solicitation cited.
 - (i) Small Business concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns (include all small business concerns).
 - (ii) Small Disadvantaged Business Concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under 1(b)(i), above, as a subset.
 - (iii) Woman-Owned Small Business Concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by a woman or women. This percentage is included in the percentage shown under 1(b)(i), above as a subset.
- (c) The following dollar values correspond to the percentage goals shown in (b) above.
 - (i) Total dollars planned to be subcontracted to small business concerns: \$_____. This dollar amount includes all small business concerns.
 - (ii) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$_____. This dollar amount is included in the amount shown under 1(c)(i), above, as a subset.

(iii) Total dollars planned to be subcontracted to woman-owned small business concerns:\$_____. This dollar amount is included in the amount shown under 1(c)(i), above, as a subset.

- (d) The following principal products and/or services will be subcontracted under this contract, and the distribution among small, small disadvantaged, and woman-owned small business concerns is as follows:

(Products/services planned to be subcontracted to small business concerns are identified by an asterisk, to small disadvantaged business concerns by a double asterisk, and to woman-owned small business concerns by a triple asterisk.)

(Attachments may be used if additional space is required.)

- (e) The following method was used in developing subcontract goals (i.e., Statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, small disadvantaged, and woman-owned small business concerns were determined and, how small, small disadvantaged, and woman-owned small business concerns' capabilities were determined, to include identification of source lists utilized in making those determinations).

- (f) Indirect and overhead costs (check one below):

_____have been _____have not been

included in the goals specified in 1 (b) and (c).

- (g) If "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business concerns, small disadvantaged business concerns, and woman-owned small business concerns.

2. The following individual will administer the subcontracting program:

Name: _____

Address & Telephone: _____

Title: _____

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's Small Business Program for the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

- (a) Developing and maintaining bidders list of small, small disadvantaged, and woman-owned small business concerns from all possible sources.
- (b) Ensuring that procurement packages are structured to permit small, small disadvantaged, and woman-owned small business concerns to participate to the maximum extent possible.
- (c) Ensuring inclusion of small, small disadvantaged, and woman-owned small business concerns in all solicitations for products or services which they are capable of providing.
- (d) Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit small, small disadvantaged, and woman-owned small business participation.
- (e) Ensuring periodic rotation of potential subcontractors on bidders lists.
- (f) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small, small disadvantaged, and woman-owned small business concerns.
- (g) Ensuring the establishment and maintenance of records of solicitations and subcontracts award activity.
- (h) Attending or arranging for attendance of company counsellors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (i) Conducting or arranging for the conducting of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- (j) Monitoring attainment of proposed goals.
- (k) Preparing and submitting periodic subcontracting reports required.
- (l) Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- (m) Coordinating the conduct of contractor's activities involving its small, small disadvantaged, and woman-owned small business subcontracting program.
- (n) Additions to (or deletions from) the duties specified above are as follows:

3. The following efforts will be taken to assure that small, small disadvantaged, and woman-owned small business concerns will have an equitable opportunity to compete for sub-contracts:

- (a) Outreach efforts will be made as follows:
 - (i) Contacts with minority and small business trade associations
 - (ii) Contacts with business development organizations
 - (iii) Attendance at small, minority, and woman-owned business procurement conferences and trade fairs
 - (iv) Sources will be requested from SBA's PASS system.
- (b) The following internal efforts will be made to guide and encourage buyers:
 - (i) Workshops, seminars and training programs will be conducted
 - (ii) Activities will be monitored to evaluate compliance with this subcontracting plan.
- (c) Small, small disadvantaged, and woman-owned small business concerns source lists, guides and other data identifying small, small disadvantaged, and woman-owned small business concerns will be maintained and utilized by buyers in soliciting subcontracts.
- (d) Additions to (or deletions from) the above listed effort are as follows:

- 4. The bidder (contractor) agrees that the clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except small business concerns, who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction subcontracts) will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small, small disadvantaged, and woman-owned small subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors' facilities to review applicable records and subcontracting program progress.
- 5. The bidder (contractor) agrees to submit periodic reports and cooperate in any studies or surveys as may be required by WSRC, DOE, or the Small Business Administration in order to determine the extent of compliance by the bidder with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in the contract. Contractor agrees to submit Standard Form (SF) 294 in accordance with the requirements of the applicable subcontract General Provisions.
- 6. The bidder (contractor) agrees that he will maintain at least the following types of records to document compliance with this subcontracting plan:

- (a) Small, Small Disadvantaged, and Woman-Owned Small Business concern source lists, guides and other data identifying Small, Small Disadvantaged, and Woman-Owned Small vendors.
- (b) Organizations contacted for small, small disadvantaged, and woman-owned small business sources.
- (c) On a contract-by contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged, and woman-owned small business concerns were solicited, and if not, why not; (3) reasons for the failure of solicited small, small disadvantaged, or woman-owned small business concerns to receive the subcontract award.
- (d) Records to support other outreach efforts such as contacts with Minority and Small Business Trade Associations, attendance at small, minority, and woman-owned business procurement conferences and trade fairs, etc.
- (e) Records to support internal activities to guide and encourage buyers such as workshops, seminars, training programs, etc., and monitoring activities to evaluate compliance.
- (f) On a contract-by-contract basis, records to support subcontract award data to include names and addresses of subcontractors.

Signed: _____

Typed Name: _____

Title: _____

Date: _____

Plan Accepted By: _____
BUYER

Date: _____

NOTE TO BUYER: Upon incorporation of a plan into the contract indicate herein the estimated dollar value of Contract \$_____.